NEWS TO USE
A newsletter for PERSI employers

PERSI

May 2004
- **Eliminating manual corrections to reports**
- **Rate increase reporting examples**

Eliminating manual corrections to your electronic PERSI report

Note: The following does not apply to State agencies that have their payroll processed by EIS.

Since May of 2001, PERSI has been accepting transmittals electronically. Although your reports were tested by PERSI prior to your approval for the electronic reporting, we have found that some of the data elements included in your files have problems. Either the data elements are not programmed according to our specifications or, possibly, the data is being entered incorrectly.

To process your reports, PERSI has been making manual corrections to your files after importing them into our system. To correct these recurring errors, we must contact your payroll personnel and request additional information or clarification. Then we must make a manual entry for each error. This is a labor-intensive and frustrating process for both you and us.

Therefore, your PERSI financial technician will be sending (via e-mail) a copy of the errors that would have stopped your report from being processed to your payroll technician or the person who submitted your report to PERSI. For now, corrections will still be made by PERSI, but the error sheet will show you the items that must be addressed. Some of these items may be data errors. Others may require training of your staff about your software, and some may require programming changes.

Within the next few months, we plan to begin returning your reports for you to correct the errors. If your report is returned, the items on your error sheet must be corrected by your personnel, and you must resubmit your entire file to PERSI. To facilitate the electronic report processing and reduce the chance for erroneous member data being introduced into member records, we will no longer make manual corrections to your transmittal files.

Our goal is to identify and provide you with the specific reporting problems during the next few months. This should give you time to make the necessary programming changes or provide your staff with additional payroll training before we start returning electronic reports with errors. PERSI has not changed the original reporting specifications for electronic transmittal reporting. If you report to PERSI via PETRA, additional edits will be added to this Web application in the near future.

Also, please remember that your corrected reports and payments are still due within five business days of payday to avoid penalty interest per Idaho Code.

If you need another copy of the transmittal technical specifications, it can be found at www.persi.state.id.us/html/employerinformation.htm or you can request a copy from your Financial Technician at 1-800-451-8228 or 208-334-3365.

PERSI rate increase - reporting samples

As you are aware, PERSI employer and member contributions rates are going up effective July 1, 2004. (See the February 2004 and June 2003 issues of *News to Use* for more information on the rate increases.)

Because different employers have different reporting cycles it may be difficult to figure out exactly when to apply the new rate.

Each transmittal submitted to PERSI has a cycle start date. This is the first day of the payroll cycle that the report applies to. The new contribution rates are effective on reports with cycle start dates of July 1, 2004, or after.

The new rates would apply to the following reports:

Pay cycle dates of 7/1/2004 – 7/15/2004 paydate 7/20/2004
Pay cycle dates of 7/5/2004 – 7/19/2004 paydate 7/20/2004
Pay cycle dates of 7/1/2004 - 7/31/2004 paydate 7/31/2004

The new rates would NOT apply to the following reports:

Pay cycle dates of 6/28/2004 – 7/12/2004 paydate 7/15/2004
Pay cycle dates of 6/15/2004 - 6/30/2004 paydate 7/1/2004
Pay cycle dates of 6/30/2004 - 7/29/2004 paydate 7/31/2004

If you have any questions about how to apply the new rate, please call your Financial Technician at 208-334-3365 or 1-800-451-8228.

Scheduled PERSI Contribution Rate Changes

	Until 10-31-97	11-1-97 to 6-30-03	July 1 2003	July 1 2004	July 1 2005*	July 1 2006*
MEMBERS						
General Member Employee	6.97%	5.86%	5.86%	6.23%	6.60%	6.97%
Police/PERSI Firefighter Employee	8.53	7.21	7.21	7.65	8.09	8.53
EMPLOYERS						
General Member Employer	11.61	9.77	9.77	10.39	11.00	11.61
Police/PERSI Firefighter (Class 2) Employer	11.85	10.01	10.11	10.73	11.34	11.95
FRF Firefighters (Class D) Hired after 10/1/80 Employer	27.25	27.25	27.35	27.97	28.58	29.19
FRF Firefighters (Class A, B) Hired before 10/1/80 Employer	35.90	35.90	36.00	36.62	37.23	37.84

Member Rate: This is the percent of your pay that you contribute into your PERSI retirement each pay period.
Employer Rate: This is the rate your employer pays on your behalf each pay period.

* 2005 and 2006 rates may change depending on actuarial and investment gains and losses.